

This record is a partial extract of the original cable. The full text of the original cable is not available.

UNCLAS ASUNCION 000925

SIPDIS

STATE FOR HR/CDA/ML - OMS COORDINATOR

E.O. 12958: N/A

TAGS: [AOMS](#) [PA](#)

SUBJECT: EMBASSY ASUNCION NOMINATES MARCIA GUTIERREZ TO ATTEND THE OFFICE MANAGEMENT SPECIALIST CONFERENCE, OCTOBER 3-7, 2005

REF: SECSTATE 132382

1. Embassy Asuncion is pleased to nominate the following candidate to attend the Office Management Specialist (OMS) Conference, October 3-7, 2005:

NAME: Marcia Gutierrez

GRADE: FS-7

SECTION: Political

2. BEGIN TEXT:

Since her arrival to Asuncion in September 2004, Marcia Gutierrez has proven herself to be an invaluable resource, not only to the officers in the Political section, but also to the DCM, Ambassador, other OMS at post and Locally Employed Staff. Although assigned to the Political Section, staffing gaps have required Marcia to spend 50% of her time supporting the Front Office. Although new to the Foreign Service, she has consistently proven her ability to handle the multitude of tasks assigned her.

Ms. Gutierrez projects confidence and delivers performance beyond her experience. She is always helpful and receptive to those in need of assistance, and always does so with a smile. She provides support to no less than 5 people at any given time, doing so with great energy and enthusiasm. With the DCM's OMS' sudden departure, Marcia was asked to fill that position until the permanent OMS arrived. Marcia has not only done an excellent job, but has done so while continuing to provide support to the Political and RSO sections. This extra effort won her an "Extra Mile Award" from the DCM, Kevin M. Johnson.

Ms. Gutierrez is well versed in the Microsoft Office products and many in the embassy have come to rely on her knowledge and expertise to assist them with software issues. She developed a vacation schedule in Excel, providing the front office with an at-a-glance view of personnel whereabouts, and has also developed a "watch" list database in MS Access for use by the Political and other sections throughout the embassy.

Ms. Gutierrez is a forward thinker, always looking for ways where technology can assist in making the OMS job more productive and efficient. She created an electronic filing system for the Political section cables, making it easier to retrieve and reference information. She maintains the section's contact database within MS Outlook which enables each officer ready access to the most updated contact information.

Ms. Gutierrez is always willing to share her MS Office knowledge with others and does so with ease and clarity. She tempers her approach based on each person's ability and knowledge, ensuring understanding. She is an active participant in the DCM's quarterly meetings with the OMS contingent, frequently suggesting new approaches to old problems that end up getting the job done. Her wealth of pre-Foreign Service experience also gives her a seasoned view of the OMS function and career path. As such, we feel that not only would Ms. Gutierrez benefit greatly from attending this OMS Conference, but that she can be a dynamic contributor as well.

DCM Kevin M. Johnson nominates Ms. Gutierrez. The Ambassador strongly supports this nomination.
KEANE